

CITY OF MILWAUKIE

CLASSIFICATION: SIGN MAINTENANCE TECHNICIAN

Department: Community Development/Public Works

Salary Range: 6(56)

FLSA: Non-exempt

Union: AFSCME

EEO Category : 7-Skilled Craft

RESPONSIBILITIES

Coordinates the activities of the sign shop including maintaining inventory of materials and sign database, ordering materials and supplies, fabrication, installation, and identification of signs needed for new development.

DUTIES AND RESPONSIBILITIES

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Tracks costs of projects performed by the sign department.
2. Designs and fabricates city and traffic control signs on a variety of substrates to meet county, state, federal and City standards using graphic design software and sign making tools. Stays current on new and revised codes and standards.
3. Coordinates the installation, maintenance and repair of all city signs and end-of-road treatments.
4. Inspects city signs for replacement and implement programs bringing signage up to new or current standards.
5. Collects GPS data for sign inventory.
6. Takes direction from the Utility II. May train others on new standards, software, products and equipment for sign fabrication and installation.
7. Input sign work orders into the work order system, create cost estimates, create and maintain the sign inventory. May send bids out to vendors on signs, materials, hardware and personal protective equipment for the division.
8. Performs pavement maintenance duties.
9. Performs assigned duties during an emergency situation.
10. Performs other duties as required.

JOB SPECIFICATIONS:

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

a) Education and Work Experience

- i) Two years of experience relative to sign fabrication, installation and pavement marking practices.
- ii) High School diploma or GED is required.

Necessary Knowledge, Skills and Abilities

- a) **Knowledge of:**
 - i) Sign making methods and materials.
 - ii) Maintenance, installation, and repair methods and procedures used in assigned area.
 - iii) Safety practices and procedures applicable to area of assignment.
 - iv) Traffic systems, signs and signals.
 - v) Applicable codes and requirements for assigned area.
 - vi) Computers and associated software, Gerber sign machine and Trimble GPS Unit.
- b) **Skill to:**
 - i) Perform the assigned duties of the position.
 - ii) Operate office equipment and a variety of word processing and software applications, along with the ability to understand and implement from MUTCD.
- c) **Ability to:**
 - i) Apply Federal, State, and local policies, procedures, laws and regulations related to MUTCD.
 - ii) Maintain records and databases.
 - iii) Utilize a variety of computer software programs.
 - iv) Resolve sign production problems.
 - v) Interpret work orders and rough sketches.
 - vi) Compute labor and materials costs.
 - vii) Proofread and spell accurately.
 - viii) Understand and follow oral and written instructions.
 - ix) May be crossed trained in all operations divisions to be eligible for on-call duties.
 - x) Maintain confidentiality of data when appropriate.
 - xi) Communicate effectively.
 - xii) Establish and maintain positive working relationships.
 - xiii) Work as a team member and cultivate a team climate.
 - xiv) Perform the essential functions of the job.

3. Special Requirements

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License; and either possess or obtain within 6 months of date of hire a CDL class A with a Tanker endorsement.

4. Tools and Equipment Used

- a) May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, street sander, roller, paving equipment, wastewater equipment, GPS equipment, combination machine, hydro cleaner, air compressor and a variety of hand tools.
- b) Computer and printer, fax machine and copy machines; computer software including MS based word-processing, spreadsheets and data bases; telephones and 2 way radios.

5. Supervision

- a) Works under the supervision of an Operations Supervisor and also receives direction from the Utility Worker II.
- b) This is not a supervisory position.

Communications:

- a) Communication is generally routine in problem solving coordinating with crew members, supervisor, and other departments, and answering citizen comments and requests.

6. **Cognitive Functions:**

- a) Work is performed with moderate level of independence within well-defined policies and procedures yielding some latitude.
- b) Problems encountered can be of moderate difficulty; however, precedent is generally available.
- c) Complexity encountered in safety issues working near other utilities, nature of GPS equipment, waste water pump stations, and force mains which are monitored using telemetry system.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however persons in this classification are called out in emergency situations at all hours.

9. **Resource Accountability:**

- a) Accountable for safe operation of heavy equipment valuing up to \$250,000.
- b) Has some impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 9/29/11
Adopted: 9/29/11
Revised: 11/8/12